

**DURHAM PUBLIC LIBRARY POLICIES  
TABLE OF CONTENTS**

[Contents](#)

MISSION AND GOVERNANCE OF THE DURHAM PUBLIC LIBRARY .....	3
LIBRARY SERVICES POLICY .....	4
COLLECTION DEVELOPMENT POLICY .....	6
LOCAL HISTORY COLLECTION DEVELOPMENT POLICY.....	8
LOCAL HISTORY ROOM RULES AND PROCEDURES .....	11
GIFT POLICY .....	13
GARDEN POLICY .....	14
BORROWING AND CIRCULATION .....	<b>Error! Bookmark not defined.</b>
WI-FI HOTSPOT POLICY .....	17
PATRON RESPONSIBILITY POLICY .....	19
UNATTENDED CHILDREN POLICY.....	21
EMERGENCY POLICY .....	23
INTERNET SAFETY POLICY .....	24
LAPTOP COMPUTER LENDING POLICY .....	27
MEETING ROOM AND STUDY ROOM USE POLICY .....	29
EXHIBIT SPACE POLICY.....	32
USE OF LIBRARY GROUNDS POLICY .....	33
SOLICITATION POLICY .....	34
PERSONNEL POLICY .....	35
VOLUNTEER POLICY .....	36
LIBRARY RECORDS RETENTION POLICY.....	37
FOOD AND DRINK POLICY .....	38
BOARD OF TRUSTEE CONTROLLED FUNDS POLICY.....	39
HOMEBOUND LIBRARY DELIVERY PROGRAM POLICY.....	40
Appendix.....	42
LIBRARY BILL OF RIGHTS.....	42
STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES .....	43
LOAN PERIODS, FINES, LOST AND DAMAGED BOOKS .....	<b>Error! Bookmark not defined.</b>
TEMPORARY CUSTODY RECEIPT FORM .....	46

DEED OF GIFT ..... 47  
FIRE EMERGENCY PROCEDURES ..... 51  
POWER FAILURE PROCEDURES ..... 52  
SEVERE WEATHER CONDITIONS PROCEDURES ..... 53  
APPLICATION FOR USE OF DURHAM PUBLIC LIBRARY MEETING ROOMS ..... 54  
RELEASE OF RESPONSIBILITY ..... 55

## **MISSION AND GOVERNANCE OF THE DURHAM PUBLIC LIBRARY**

The mission of the Durham Public Library is to provide access to ideas, knowledge, and enjoyment that promote community growth and enrichment.

The Durham Public Library subscribes to the Library Bill of Rights declaration adopted by the American Library Association. (See appendix 1)

The Board of Trustees is the governing authority for the library, with the Library Director as its administrator. Cooperatively, the Board of Trustees and the Library Director review, plan and develop the policies that guide and govern library service for the Durham community.

October 2023

## **LIBRARY SERVICES POLICY**

In addition to the books and media available for borrowing, Durham Public Library offers patrons information and readers' advisory assistance, access to the Internet, public computers, library databases, and downloadable collections as well as personal and attentive service from staff. Interlibrary loans and programming are the other components of our full library service philosophy.

### **Requests and Interlibrary Loan**

As part of the Libraries Online (LION) consortium, our patrons have access to a shared database of holdings from over 30 libraries. They may request titles online, or with library staff in person or by phone. For materials not owned by a library within the consortium, the Durham Library will place holds with other libraries in Connecticut. We will also fill subject requests. Non-library book club members may request multiple copies of titles they will be reading.

### **Programs**

Durham Public Library programs are events that promote the use of library materials or services and/or foster the library's mission to provide a gateway to ideas, information, and enjoyment.

### **Responsibility for Programming**

The responsibility for planning programs is delegated by the Library Board of Trustees to the Library Director and, under their direction, to other staff members who are qualified for this activity by reason of training and/or experience.

### **Criteria for Selection**

Library staff will use the following criteria when making decisions about program topics, speakers, community partners, and accompanying resources:

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space or suitability for virtual programming
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events

### **Types of Programs**

A variety of programming is offered for children, families, young adults, and adults, with priority given to programs that promote reading and literacy, the dissemination of information, and the appreciation of science, culture, and the arts.

In order to facilitate the exchange of information and ideas, the Library may, at the discretion of the Director, partner with local organizations to present programs or acquire materials of local interest.

All library programs are open to the public. Some programs may have limited space or require advance registration. Programs are informational in nature. No individual or organization shall use a program at the Library to advertise, sell products, or raise funds, except that fundraising for the benefit of the Library is permitted. Book sales may be permitted with prior permission from the Director. Programs cannot be used to advocate for or against a specific business, religion, political party, (or party platform), or candidate. Library sponsorship of a program does not constitute endorsement of the program content or of the views expressed by presenters, community co-sponsors, or participants.

### **Statements of Concern**

Any challenge or complaint about the content or suitability of a library program must be referred to the director. The patron will be offered the option to complete a 'Statement of Concern' form. (See appendix 2). The director will review any such challenge and inform the patron in writing of the Library's decision. Depending on the timing and the nature of the challenge, the Library's response may be sent to the patron after the program at issue has taken place. The Library director will report to the members of the Board of Trustees, at the next board meeting, when a 'Statement of Concern' form has been submitted. Decisions of the Library Director may be appealed in writing to the Library Board of Trustees.

March 2022

## **COLLECTION DEVELOPMENT POLICY**

### **Introduction**

The Durham Public Library's Collection Development Policy serves as a guide for authorized personnel in the selection and withdrawal of library materials. It also serves to inform the public as to the criteria upon which library materials are selected and withdrawn. The library supports intellectual freedom and subscribes to the Library Bill of Rights and The Freedom to Read Foundation Statement. (See appendix 1)

### **Responsibility for Selection**

The responsibility for selecting materials for purchase and withdrawal is delegated by the Library Board of Trustees to the Library director and, under her/his direction, to other staff members who are qualified for this activity by reason of training and/or experience.

### **Sources for Selection**

Reviews in library and publishing industry periodicals are primary sources for materials selection. Reputable bibliographies, booklists by recognized authorities, and the advice of competent individuals and/or entities in specific subject areas are also used. Suggestions from library staff and the general public are considered, as well.

### **Criteria for Selection**

Library materials are diverse in topic, format, and other characteristics. Each type of item must be considered in terms of its own merit and the audience for whom it is intended. No single set of selection criteria can be applied to all cases.

In general, the selection of books and other library materials will use the following criteria:

1. The appropriateness of the item to the needs and interests of library customers and of the community as a whole
2. The timeliness and accuracy of the information
3. The quality and or uniqueness of the item
4. The value of the item to the collection as a whole
5. Suggestions from the general public
6. Budgetary considerations

It is the Library's goal to maintain a balanced collection composed of materials of current popular interest as well as materials that enhance the collection. Popular demand is a significant basis for selection. The Library recognizes its responsibility to provide books and other materials presenting diverse points of view on the problems and issues of our time. Textbooks will not be purchased unless such items constitute the best available source of information on a subject. It must be understood that ownership of library materials does not constitute an endorsement by the library of the ideas or viewpoints expressed within those materials.

### **Materials for Children and Young Adults**

The primary objective of the collection is to provide books and other materials that excite and inspire a child or young adult's desire to read. Responsibility for the use of library materials by children rests with the parent or caretaker.

The children's collection contains materials best suited to the abilities and interests of library users from birth through grade 6. Young adult materials are chosen with special concern that they satisfy the recreational, educational, and informational needs of 7<sup>th</sup> to 12<sup>th</sup> graders and that the materials chosen cover a wide range of interests, reading skills and developmental levels.

### **Withdrawals**

The Library shall keep its collection vital, useful and current by deselecting worn, outdated, inaccurate, or no longer in demand items. This will be done on a systematic and continuing basis. Such materials may be put up for a library book sale, given to another institution or discarded.

### **Gifts**

The Library accepts gifts of books and other collection materials without commitment as to final disposition. It assumes unconditional ownership of all items donated and retains the right to use or dispose of them as it sees fit.

Gift items must meet the same selection criteria as purchased materials. Items in poor physical condition will be discarded. Duplicate copies of items already in the collection will be added only if needed. Gift materials will not be accepted with restrictions or conditions that necessitate special and separate housing, processing, or treatment.

The Library cannot give a dollar valuation for gifts of materials; on request, the library will provide the donor with a statement verifying the number and type of materials donated.

### **Challenged Materials**

Any challenge or complaint about the content or suitability of a library title must be referred to the director. If necessary, the director will ask the patron to complete a 'Statement of Concern About Library Materials' form. (See appendix 2). The director will review any such challenge and inform the patron in writing of the Library's decision. The Library director will report to the members of the Board of Trustees, at the next board meeting, when a 'Statement of Concern' form has been submitted.

## **LOCAL HISTORY COLLECTION DEVELOPMENT POLICY**

### **Local History Mission Statement**

The mission of the Durham Public Library Local History Collection is to preserve documents of historical relevance to Durham, Connecticut and its residents and institutions. The Local History Collection promotes the understanding and exploration of Durham's history, culture, and architecture by current residents, students, and historians.

### **Local History Collection – Scope**

The collection consists of books, pamphlets, brochures, diaries, letters, scrapbooks, notebooks, oral histories, photographs and other materials that constitute source material for local history research. Other geographical areas are added only if they include important information relevant to Durham's history.

Genealogical records and family histories pertaining to Durham residents may be collected. Research materials for use in genealogy searching are also included in the collection.

### **Local History Collection – Collecting Policy**

The Local History collection may collect books, documents, maps, memorabilia, genealogical records, slides, newspapers, selected news clippings, and identified photographs. Three-dimensional objects and electronic and digital formats will be considered if they fit within the mission of our collection.

The Local History Collection does not contain modern government records, such as Board of Selectman or Board of Education meeting minutes, or day-to-day business records.

### **Selection Criteria:**

The Durham Public Library Local History Collection will include:

- Materials that record the history and ancestry of Durham's founding families
- Materials that record the history and contributions of prominent individuals who have lived or served in Durham
- Materials that preserve the histories of local clubs, organizations, schools, churches, businesses, and institutions of Durham
- Materials that record the history of the community
- Artifacts or objects that support the history of the community, its people, and/or its institutions



**Other criteria include:**

- Relevance to the history of Durham
- Uniqueness and historical value of the item
- Physical condition of the item
- Space constraints for storage of the item
- Time needed to arrange the collection for use
- Signed “Deed of Gift”

**Gifts:**

The library welcomes donations to its Local History collection. All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Scrapbooks/photo albums must be in archival quality albums or enclosures, and photographs must be identified. Three dimensional objects may be accepted if they fit the scope of the collection and do not require special storage and preservation needs.

Materials that do not fit within our collecting policy will be referred to local historical societies.

The library reserves the right to decline gift offers.

Donors must sign a “Deed of Gift” transferring ownership, and copyright, if applicable, to the Durham Public Library. The donor and the library each retain a copy of the deed of gift. Once a donation has been made, the library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the Local History Collection may be scanned and placed on the Internet for viewing, may be moved to another location within the library, and may be withdrawn from the collection if deemed no longer appropriate to the collection.

**Items that will not be accepted:**

- Unidentified photographs
- Unidentified letters or documents
- Items unrelated, or only peripherally related, to the history of Durham
- Duplicate materials, unless in better condition than those currently in the collection
- Formats that are obsolete or that require transfer to up-to-date format to facilitate access. Examples include (but are not limited to) VHS tape, 8 mm film, floppy disks
- Government records, such as meeting minutes
- Items that have restrictions on use
- Items that are in poor physical condition, or that require conservation or storage that the Durham Public Library is unable to provide.

**Preservation and Maintenance:**

Local History materials, when appropriate, will be preserved in acid-free folders, enclosures, and containers. The collection will be maintained in a clean, safe, and secure environment.

**Discarding Materials:**

Durham Public Library reserves the right to withdraw materials that do not fit within the scope of the Local History Collection. Withdrawn items may be returned to donors, offered to other depositories, donated to the Durham Historical Society, or discarded.

**Appendix 1:** Temporary Custody Form

**Appendix 2:** Deed of Gift

Approved: April 2018

## **LOCAL HISTORY ROOM RULES AND PROCEDURES**

The Durham Public Library Local History Room and collection are available for use by patrons who are doing local history or genealogical research. Since it would be nearly impossible to replace many of the materials in this room if they were lost or damaged, anyone using the resources of this room must abide by the rules and procedures outlined in this document.

### **SECTION I: ACCESS:**

1. The Local History Room is kept locked at all times. Patrons may request access to the Room during regular Library hours.
2. Patrons must sign in before entering the Local History Room.
  - a. The sign-in book is kept at the main circulation desk.
  - b. A driver's license or other valid identification showing the patron's name and permanent address will be requested at the time of sign-in.
3. No briefcases, purses or bags are allowed in the room. The Library staff will store bags in the staff room or patrons may prefer to lock bags in their vehicles. The Library does not assume responsibility for lost items.
4. Patrons may use their laptops in the room, but they must be removed from their cases. Cases may be left with Library staff.
5. No food or drink is allowed in the room.

### **SECTION II: USE AND CARE OF THE COLLECTION:**

1. Only Library staff may remove items from the Local History Room.
2. Patrons are expected to handle all items with care. Certain items, at the discretion of the Library, may not be available for patrons to handle.
3. Patrons will use only pencils when in the room.
4. Staff may limit the number of materials that patrons may use at one time.
5. Some materials may be copied for patrons. Copies may be made only by Library staff and only if copying can be done without harming the original material. A small fee will be charged for making photocopies.
6. Digital photography is permitted. Please keep in mind:
  - a. Duplication does not constitute permission to publish.
  - b. Copies are allowed only for individual research.
  - c. The patron assumes all responsibility regarding copyright.
7. Patrons will leave items on the table or counter when finished using them. These will be re-shelved by Library staff.
8. Please advise a staff member when you are finished using the Local History Room.

### **SECTION III: SECURITY:**

1. The Local History Room is kept locked when not open to the public. Some of the collection may be unavailable for use by the public.
2. The Library reserves the right to inspect a patron's personal property when leaving the room.

Approved January 2018

## **GIFT POLICY**

### **Books and Other Materials**

The Library accepts gifts of books and other collection materials without commitment as to final disposition. It assumes unconditional ownership of all items donated and retains the right to use or dispose of them as it sees fit. Gift items must meet the same selection criteria as purchased materials. Items in poor physical condition will be discarded. Duplicate copies of items already in the collection will be added only if needed. Gift materials will not be accepted with restrictions or conditions that necessitate special and separate housing, processing, or treatment.

Personal property, art objects, including wall art, antiques and collectibles, may be accepted at the discretion of the Library Board, with the understanding that they may be sold, given away, or otherwise disposed of.

The Library cannot give a dollar valuation for gifts of materials; on request, the library will provide the donor with a statement verifying the number and type of materials donated.

### **Bequests and Gifts of Money**

The Library welcomes bequests and gifts of cash. Gifts of stocks, bonds, insurance policies or real property will be accepted at the discretion of the Library Board. The Board may seek legal counsel to advise them on the proper handling of such donations. Donors are encouraged to give gifts with as few restrictions as possible. Unrestricted monetary gifts will be used at the discretion of the Library Board.

May 2018

## **GARDEN POLICY**

The Durham Public Library accepts monetary donations to benefit the gardens of the Durham Public Library whether in someone's honor or memory, or as a general donation. Notification of donations will be directed to the Garden Committee (composed of a member of the Board, PALS, and Library staff), who will then make a recommendation to the Board on how to expend the funds.

Donations may be used for upkeep and garden maintenance (plant material and hardscape) or replacement or addition of plant material and hardscape.

Suggestions from the donor as to garden materials are welcome, although final decisions will be determined by the committee once it has reviewed the existing design plan.

May 2018

## BORROWING AND CIRCULATION

Any Durham resident or property owner is entitled to have a library card and to borrow library materials. By applying for a library card, patrons agree to be responsible for all items borrowed with their card and for any fines or fees that may accrue. Borrowing privileges may be suspended or lost if items are overdue or excessive fines and fees accrue.

A library card holder under the age of 14 has the same borrowing privileges as an adult. A parent or responsible adult must accompany a child, under the age of 14, when s/he applies for a library card. By his/her presence, the parent or responsible adult accepts responsibility for what the child borrows, its timely return, and any fines or fees that may accrue.

In accordance with the "BorrowIT CT" program initiated by the Connecticut State Library and entered into by the Library, any Connecticut resident with a valid card from her/his home library may borrow materials from the Durham Public Library, subject to the same regulations set for resident borrowers. Loan periods and fines for overdue materials are set by the Board of Trustees (see appendix 3.)

### **Library Cards**

Adults: must provide the Library with proof of residency with address, which includes driver's license, utility bill, Town tax statement or other document, accepted on a case by case basis. A telephone number, either home or cell, is also required. The patron should be encouraged to supply an e-mail address, if available. Adult library cards have an expiration date of five years from the date of issue.

Children: those applicants between the ages of five and 14 will be issued juvenile cards. The child must be accompanied with a parent or responsible adult in order to register for a library card. Juvenile cards will be issued to children 5 years and older. The parent or responsible adult must provide the same identification as required for an adult borrower's card. Children may borrow all materials; parents are responsible for overseeing the materials borrowed by their children. Children's library cards have an expiration date of five years from the date of issue.

Patron Responsibility: Patrons must inform the library when a library card has been lost or stolen. If such notification is not made, the patron will be held responsible for all items taken out on the card. The patron must also inform the library when there is a change of address. The patron must show identification with their address in order to renew an expired library card. If renewing their card over the phone, the patron must verify their address.

Out-of-State Borrowers: An out-of-state patron may be issued a one-year card that is marked "Valid Only at Durham Public Library" for a fee of \$30. In order to issue the card, the Library requires valid proof of permanent home address and phone number, as well as a local address and phone.

### **Borrowing Limits**

The director may impose a limit on the number of items of a certain format or on a specific subject that a patron may borrow due to heavy demand or other consideration.

### **Loan Periods and Overdue Fines**

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. It is the responsibility of library patrons to follow loan periods and return materials on time.

Most library materials will automatically renew up to two times, as long as there are no holds on the item. Certain special collections do not have automatic renewals.

The Durham Public Library does not charge daily overdue fees on most materials. Certain collections, such as museum passes, electronic equipment, etc., may have overdue fines. Additionally, materials that are owned by other libraries may still be subject to fines based on the lending institution's policy. Please see Appendix 3 for a full list of loan periods and fines.

### **Long Overdue and Lost Items**

Items that are overdue more than one loan period are considered lost. At that point, the patron will be charged the replacement cost of the item. A receipt will be given to the patron upon payment or replacement. If the lost item is found within 6 months of payment, the amount paid will be refunded on presentation of receipt.

Borrowing privileges will be suspended for patrons with charges of \$25 or more for lost or damaged items on their account. Patrons can restore their borrowing privileges by returning the lost items or paying the replacement cost.

### **Damaged Items**

When an item is returned damaged, the Library will determine if the patron should be held responsible for the damage, in which case, the patron will be charged for the cost of the item's replacement.

Updated: July 2024



## WI-FI HOTSPOT POLICY

In order to expand Internet access to Durham residents, the Library has established a Wi-Fi hotspot lending program. The hotspots are provided by T-Mobile and funded by a gift from Harvard Pilgrim Healthcare and PALS: The Friends of the Durham Public Library.

### Loans and Holds

Hotspots are available to Durham Public Library card holders ages 18 and up with fines of less than \$10.00. Patrons must present their valid Durham Public Library card at the time of checkout.

Checkouts are limited to one hotspot per household at any given time. Hotspots may be checked out for one week and cannot be renewed.

Hotspots may be reserved by placing a hold online or by calling the library. Devices will be held for two days. If the device is not picked up by the end of the second day, the hold will be cancelled and the device will move to the next person in line.

At the time of checkout, patrons must sign a Hotspot Use Agreement, acknowledging the Library's Hotspot Use Policy.

The Library reserves the right to refuse lending to patrons who abuse equipment or who repeatedly return Hotspots late.

Hotspots must be picked up and returned at the Durham Public Library circulation desk. Hotspots must never be returned to another library or placed in the book drops.

### Hotspot Use

Patrons are responsible for the proper care and use of the Wi-Fi hotspot. We recommend that patrons have a basic working knowledge of the device on checkout. If you encounter any technical problems, contact Library Director Christine Michaud at [cmichaud@durhamlibrary.org](mailto:cmichaud@durhamlibrary.org) or 860-349-9544, ext. 5.

The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the hotspot and its connection to other electronic devices, or data loss resulting from use of the Hotspot. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Wi-Fi service will be turned off if the hotspot is more than two days overdue, rendering the device unusable.

**Loss or Damage**

Overdue fines of \$5 per day, to a maximum of \$20, will be charged for late hotspots.

Hotspots that are two weeks or more overdue are considered lost. Patrons will be charged a \$100.00 replacement fee if the hotspot is lost or damaged.

Patrons will be charged a replacement fee not to exceed \$20 if a charging cord, charging block, or case is lost or damaged.

Approved: December 2020

## **PATRON RESPONSIBILITY POLICY**

The Library and its staff are committed to providing a safe and comfortable environment for all library patrons. In order to accomplish this goal, the Board of Trustees has established a Patron Responsibility Policy. The purpose of which is to:

- Protect the rights and safety of patrons and staff
- Safeguard the building, equipment, furniture, and collection
- Maintain an atmosphere that promotes the use and enjoyment of the library's resources, services, and programs

The Library director, or her/his designee, is authorized to remove and or exclude individuals who engage in any behavior that interferes with the proper and established functioning of a public library or threatens the safety and or welfare of others. Depending on the seriousness of the offense, some or all library privileges may be suspended or terminated, or the individual may be permanently banned from the Library.

The following actions or activities are expressly forbidden and may lead to arrest and prosecution:

1. Viewing and or displaying of inappropriate images via the library's public-access computers or patron's own devices.
2. Physical abuse, assault, or using profane, abusive or threatening language.
3. Disorderly conduct.
4. Theft, defacement, or mutilation of library materials or property.
5. Refusal to leave the Library when ordered to do so by authorized library staff.

The following rules/guidelines are also in effect:

1. Carrying firearms or dangerous weapons of any type is not permitted, except by law enforcement.
2. Smoking, vaping, illegal drug use, and the consumption of alcohol or marijuana products is not permitted.
3. Soliciting and petitioning are not permitted.
4. Electronic devices must be set to silent or vibrating mode. Patrons may use the front entry hall to make or take a call.
5. Loitering on the library grounds is not permitted.
6. Use of skateboards or rollerblades is not permitted on any library property.
7. Shirts and shoes must be worn in the Library at all times.

8. Disruptive behavior such as loud talking, shouting, or the playing of music, is not permitted.
9. The Library is not responsible for the loss of any personal items or information.
10. All trash must be properly disposed by the patron. If there is any damage done to library property, the full cost of repair is the patron's responsibility.
11. Animals, with the exception of service animals and approved therapy animals, may not be brought in to the Library.
12. See also Unattended Children Policy.
13. Rules in regard to eating or consumption of alcohol do not apply to library sanctioned programs or events.

Any person removed, or excluded from library privileges, on the basis of his/her behavior or an infraction of library rules (or, in the case of a minor child, the parent or legal guardian of said child) may request a meeting with the Library director to discuss the situation and to request reinstatement of library privileges. Determination of reinstatement will be made as quickly as possible following said meeting, and the person involved will be notified in writing of such decision.

Incidents involving permanent removal will be reported to and reviewed by the Library Board of Trustees.

February 2023

## UNATTENDED CHILDREN POLICY

The Library Board of Trustees and staff view service to children as an important part of the Library's mission. Children are encouraged to use the Library facilities and services. However, parents/caregivers should be mindful that the Library is a public building open to all individuals, and that unattended children are vulnerable. Responsibility for children using the library rests with the parent/caregiver, not with library personnel. The following policy has been designed to communicate the Library's concern for the safety and welfare of the children it serves.

Children under the age of 12:

- By Connecticut State Law, children under the age of 12 may not be left unsupervised in a place of public accommodation for a period of time that may represent substantial risk to the child's health or safety. Exceptions may be made during scheduled library programs, at which time the person responsible for the child's supervision may be absent for the duration of the program, but must remain in the building. (Connecticut General Statutes, Section 53-21a)

Children age 12 and older:

- Children 12 years and older may use the Library unaccompanied by a responsible adult. Parents are expected to be aware of the opening and closing times of the library, and that the operating hours might change unexpectedly. The staff does not monitor children leaving the premises, nor is it their responsibility to know with whom a child is leaving.
- If a child is left at the library at closing time, the police may be called. Under no circumstances will a library staff member or volunteer drive a child home.
- Parents/caregivers are responsible for the conduct and safety of their children in the library. Children, like all library patrons, are required to respect library property and act in a manner appropriate to the use and function of the library (see the Patron Behavior Policy.) Children who are not using the library appropriately, or who require excessive staff attention or intervention, may be asked to leave. The parents or guardians of these children may be notified, and if necessary, asked to stay with their children while visiting the library.

## **Procedures for staff:**

### **During Library Hours:**

If a child under 6 is perceived to be alone in the library, the Library Director or the person in charge should be informed. An attempt will then be made to call the parent/caregiver and request that the child be picked up. If the library staff is unable to reach the parent/caregiver within one hour, or if the parent/guardian does not respond within the same hour, the Library staff member shall call the Connecticut State Police to assume responsibility for the child. If a child under 12 is found to be left unattended in the Library for long periods of time or on a regular basis, the Library Director shall attempt to call the parent/caregiver to discuss the Library's Policy and State Law regarding unattended children.

### **At Closing:**

If an unattended child under 12 is in the library at closing, the Library Director or the person in charge will attempt to call the parent/caregiver. If the attempt is unsuccessful, or the parent/caregiver cannot pick-up the child within a half hour, the person in charge shall contact the Connecticut State Police to assume responsibility for the child. Two staff members will remain with the child until either the parent or a representative of the Connecticut state Police arrives. The State Police shall be advised if the parent/caregiver precedes their representative's arrival.

When contact is made with the parent/caregiver, Library Policy will be explained to the parent/caregiver and a copy of the Policy will be sent to them. Under no circumstances will Library staff transport the child from the Library building.

In the event of an early closing due to weather or other emergency, the procedure for an unattended child at closing is to be followed.

## **EMERGENCY POLICY**

It is the policy of the Durham Public Library to provide service to the public, whenever possible. Of equal concern is the safety of our patrons and staff. Emergency situations and adverse conditions, such as a power failure, severe storm, no heat or water, may occur which make it impossible for the Library to operate. The Library Director, or her/his designee, has the authority to determine whether and when the Library should close. (See appendix 4 a,b,c)

## INTERNET SAFETY POLICY

### General

The Durham Public Library provides its patrons with access to the Internet as part of its ongoing commitment to make information available through a variety of formats and from a variety of sources. The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection.

The Internet offers access to a wealth of information that can be personally, professionally, and culturally enriching to individuals of all ages. However, the Internet is neither regulated nor controlled by any governing body. The Library makes no guarantees, either expressed or implied, with respect to the quality, accuracy, or content of the information available on the Internet. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.

### Patron Responsibilities

All users of the Internet are expected to behave in a responsible and courteous manner and to follow all Internet rules, guidelines and regulations established for its use. Any use of the Library's Internet connection for illegal, inappropriate or obscene purposes or in support of such activities is prohibited. Users must comply with all applicable federal, state and local laws, including copyright and licensing agreements. Any individual who engages in illegal activity will be subject to prosecution by the appropriate authorities and may be permanently barred from using the Library's computer network.

In addition:

- Users must sign in to use the next available computer.
- All use of computers is done on a first-come, first-served basis.
- Each session will be limited to 30 minutes if there are others waiting to use the computer.
- No more than two people are permitted at a workstation at a time.
- The availability of staff to help with basic computer skills or Internet searching may be limited.
- Users may not change the settings and configurations of the computers.
- The Library reserves the right to terminate an Internet session at any time for inappropriate use.
- Users must sign off at the end of each session.
- Internet users who release personal information do so at their own risk. Anything accessed or entered on the library's computers is not secure and may be accessible to others.



## **Security**

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, and communications are vulnerable to unauthorized access and use and, therefore, should be considered public. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet.

## **Children and the Internet**

As with all other library materials, it is the responsibility of parents or guardians to monitor their children's computer usage at the Library. The Library will not restrict children's access to computers. Parents are encouraged to discuss the use of the Internet with their children and to set rules for their children including telling them never to give out identifying information, such as name, home address, and school, e-mail or telephone number or to arrange a face-to-face meeting with another computer user without the permission of a parent or guardian. This discussion is especially important with the popularity and availability of online social networks.

## **Filtering**

In compliance with the Children's Internet Protection Act (CIPA), the Library filters all its computers, and all access to the Internet through its network, to protect against access to obscene visual depictions, child pornography, and/or other material harmful to minors, as required by law.

The filter may unintentionally block sites that have legitimate research value and fail to block objectionable content. Users should be aware that Internet filtering software installed for CIPA compliance should not substitute for individual judgment and/or parental involvement and oversight.

As the law requires, the Library will disable filtered Internet access to persons 18 or older who request it for bona fide research or any other lawful purposes.

## **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

## **Education, Supervision and Monitoring**

Library staff will educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy.

## **Wireless**

The Library offers wireless “Wi-Fi” access to the library’s Internet service for properly equipped laptops and handheld devices. The Durham Library is not responsible for the safety of equipment, data files, device configurations, or security resulting from connection to the library’s wireless network or to the Internet. Nor is the Library liable for any damages to hardware, software, or data, however caused.

Guidelines for wireless users:

- Library staff is not able to provide technical assistance, nor does the library provide a guarantee that a wireless connection will be made.
- Patrons may print to the library printer from their personal devices using the mobile printing service.
- Sound is not permitted in the library. If audio files are accessed, the use of headphones is required. Patrons must supply their own headphones.
- The wireless network has capacity limitations on the number of users who may be online simultaneously, so access may be limited at times.

## **Social Media**

Social media is defined as any web application, site or account created and maintained by the Durham Public Library which facilitates an environment for library staff and library patrons to share opinions and information about library related subjects/issues. The Library recognizes and respects differences in opinion. Appropriate comments, posts and messages are welcome and will be reviewed. The decision to evaluate and publish comments is solely that of the Library director or her/his designee.

The Durham Public Library considers use of its public access computers and wireless network to constitute acceptance of its policies, guidelines and regulations and reserves the right to take appropriate action to insure compliance. Any violation of the policies, guidelines and regulations will result in suspension or loss of privilege to use the Library’s computers or wireless access.

## **LAPTOP COMPUTER LENDING POLICY**

The Library owns three laptops which are equipped with Windows 10, Microsoft Office software, and Wi-Fi capability which can be borrowed by Library patrons for in-library use. This policy outlines the guidelines for borrowing these laptops.

### **Loans and Holds**

Laptops are available for **IN LIBRARY USE ONLY**.

Laptops are available to Connecticut library card holders ages 18 and up with fines of less than \$10.00.

Patrons must be 18 years old to borrow a laptop, and must provide both a valid Connecticut library card and a photo ID showing their age. The ID will be held at the Check Out Desk until the laptop is returned and inspected.

Laptops are available on a first-come, first-served basis, and only one laptop may be checked out at a time.

Laptops may be borrowed for a maximum of 2 hours at one time. If there is no demand, the patron may extend the loan for 2 hours for a total of 4 hours per day.

At the time of checkout, patrons must sign a Laptop Use Agreement, acknowledging the Library's Laptop Computer Lending Policy.

The Library reserves the right to refuse lending to patrons who abuse equipment or who repeatedly return laptops late.

Laptops must be picked up and returned at the Durham Public Library directly to a staff member at the circulation desk.

Laptops must be returned at least 15 minutes prior to closing.

A mouse and an electrical cord will be provided if you need to plug into an electrical outlet. Please do not stretch power cords across traffic areas.

### **Laptop Use**

Patrons are responsible for the proper care and use of the laptop computer. We recommend that patrons have a basic working knowledge of the device on checkout.

Patrons using these computers must abide by the Internet Safety Policy.

The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the laptop and its connection to other electronic devices, or data loss resulting from use of the laptop. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

### **Loss or Damage**

Under no circumstances should a borrower leave a laptop unattended when checked out. The Library is not responsible for a lost or stolen laptop once in the borrower's possession.

Laptops not returned by the Library's closing time will be considered lost and the patron will be charged the full replacement cost for the item.

Patrons will be charged the replacement cost if a charging block or mouse is lost or damaged.

Adopted: May 2023

## MEETING ROOM AND STUDY ROOM USE POLICY

The Durham Public Library views the use of the Library meeting rooms and study rooms as an extension of library service. Although the chief use of these spaces is for the presentation of library programs, the rooms are available to the community for civic, informational or cultural activities.

Only noncommercial, civic or governmental groups may use the rooms free of charge. Rooms are not available for social, money-raising events, or for the benefit of private individuals. Library sponsored fund-raising events are permitted.

With the exception of Town Boards, Commissions and Committees or elected officials, all groups wishing to use a meeting room must submit an Application for Use of a Meeting Room, available at the Library and on the Library website (see appendix.) The meeting is not scheduled until approved by the director or her/his designee.

The Board subscribes to Article IV of the Library Bill of Rights which states that facilities should be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The fact that a group is permitted to use the rooms does not in any way constitute an endorsement of the group's beliefs or purposes by the Library.

All rooms are handicapped accessible

### **Priority Booking**

The use of the rooms shall be governed by the following descending order of priority.

- a. The Durham Public Library
- b. PALS: Friends of the Durham Public Library
- c. Town Boards and Commissions
- d. Durham community organizations
- e. Other groups in Durham

The availability of meeting space at all other times shall be on a first-come, first served basis. The Library will assign the rooms available according to group size, space needs and other Library requirements. The Library cannot guarantee the same room to groups that meet on a regular basis.

### **Compliance with Other Library Policies**

Users of the meeting rooms and study rooms must comply with other library policies, including the Patron Responsibility Policy and Food and Drink Policy. Patrons who violate library policies may be asked to leave and future room reservation privileges may be revoked.

## Study Rooms

The Library provides two study rooms for 1-4 people for the purpose of quiet study and discussion.

1. Patrons must be 12 years old or older to reserve a study room.
2. Groups or individuals may reserve a study room for a maximum of 2 hours per day.
3. Reservations are limited to one per day, per group.
4. If it has not been reserved, patrons may remain in a room beyond their scheduled time, but must vacate it when a new patron signs in.
5. Patrons may sign up for a room up to one week in advance. Study rooms may be reserved online, by telephone, or in person at the Circulation Desk.
6. Room reservations will be held for 15 minutes past the start of the time reserved.
7. The library is not responsible for equipment, supplies, materials or any other items owned by an individual or group used in the study rooms. Personal items may not be stored in the study rooms.

## Meeting Rooms

The Library provides larger meeting rooms that are available to the community for civic, informational, or cultural activities.

Lower level:

Left Durham Conference Center	Capacity 80
Right (children's activity room)	Capacity 55
Combined use of both rooms	Capacity 135

Main level:

PALS Gallery and Meeting Room	Capacity 50
(The PALS Meeting Room is available on a very limited basis. Please contact the Library Director to discuss.)	

## Rules

1. The representative filing the application must be 18 or older.
2. No fees may be charged.
3. All meetings must be open to the public
4. Organizations may use the Library's audio-visual equipment only under the supervision of an available staff member. Arrangements for use of audio-visual equipment must be made at the time of booking

5. Arrangements for use of the library kitchen in conjunction with a meeting must be made at the time of booking. All kitchen equipment used must be thoroughly cleaned and put away in its original condition
6. Meeting space must be returned to its original condition or set-up
7. Groups may not post signs at the library
8. Library telephone number may not be given out for information about the group's event
9. Groups must adhere to posted fire codes regarding the number of persons allowed in the room
10. The Library reserves the right to cancel any meeting because of adverse weather conditions or for other emergency reasons
11. Users of the meeting room must be considerate of library patrons and therefore must not disrupt normal library operations

### **Businesses**

The Durham Public Library supports local economic development efforts and therefore makes available the use of the meeting rooms to Durham-based businesses.

- Businesses may use the meeting rooms for a donation of \$50 for half a day (three hours or less) and \$100 for a full day (more than three hours), during library hours
- All donations will be used to support the Durham Public Library
- Rooms may be used for informational meetings, no products or services may be advertised, solicited or sold
- The library may not be used as the official address or headquarters of a business
- Sponsors of meetings open to the public may not require sign-in of attendees nor should any follow-up contact be made at the sponsor's initiation
- No admission may be charged

*Businesses must provide a Certificate of Insurance naming the Town of Durham as additional insured, and an Indemnification form (hold harmless agreement).*

March 2023

## **EXHIBIT SPACE POLICY**

### **Gallery (P.A.L.S. Activity Room)**

The Durham Public Library provides a venue for displays of artwork by local artists. Though the artists are selected and scheduled by a non-profit arts organization, the Library must approve the format and content of the exhibit. The duration of the exhibit is generally one month, unless another arrangement has been made with the Library director.

The exhibitor is responsible for set up of the exhibit and its removal immediately after the show. While prices may not be posted on material, numbers may be referenced to items with a separate price list at a designated place. Material that is sold should remain on the premises until the show concludes. Staff is not involved in supervision or sales of the artwork. The library is not responsible for loss or damage to materials exhibited. The exhibitor is required to provide a "hold harmless agreement." Insurance coverage is the responsibility of the exhibitor. (See appendix 6 for 'Release of Responsibility' form)

### **Display Cases and Bulletin Boards**

All display cases are under the exclusive control of either P.A.L.S. or the Library director for library purposes. A bulletin board is available for announcements of civic, cultural, educational or recreational activities of general interest to the community. The director must approve all postings. Additional areas in the Library may be used for display of community information.



## **USE OF LIBRARY GROUNDS POLICY**

Library grounds, including parking areas, memorial gardens and lawn are for the use of library patrons and library sponsored events. The grounds cannot be used by private individuals or for purely social occasions. Permission may be granted, on a case-by-case basis, to a civic or non-profit group for use of library grounds. A representative of the group must submit a request in writing to the Library Board of Trustees. However, library grounds cannot be used for fund-raising, except by the Library. Admission may not be charged, nor items sold.

For events that require significant use of the parking lot, a representative of the group making the request must also meet with a Library Trustee. Areas that will be discussed will include fencing, liability, insurance coverage, and any other concerns of the Board of Trustees. To insure adequate parking facilities for the use of library patrons, the group using library grounds must utilize the parking available on Town House Road. Large groups should provide a qualified parking attendant.

## **SOLICITATION POLICY**

Active solicitation within the library building and grounds, the areas of egress to the library and the library parking lot is not permitted unless it is a library function or an activity related to fund raising for the library and under the general supervision of the library staff. Active solicitation refers to any person-to-person communication for the purposes of (1) obtaining contributions and donations, (2) selling merchandise, coupons, or tickets, (3) collecting signatures, (4) distributing educational or promotional materials, (5) recruiting members or clients and (6) financial solicitations/transactions.

The passive solicitation and collection of non-monetary donations by community-based, non-profit organizations is permitted. Notices may be posted to a public bulletin board and bins placed in approved areas to collect items for this purpose. Use of these resources is subject to the approval of the Library Director. The library assumes no responsibility for contents collected or donated. Signs and banners, including lawn signs are prohibited on library property unless it is for a library function or an activity related to fund raising for the library and are approved by the Library Director.

Handbills, flyers, leaflets, pamphlets, or other written material that advertises, promotes, or informs persons about a person, business, company, or food service establishment are prohibited from being distributed on library property or being placed on vehicles in library parking lots unless it is a library function or an activity related to fund raising for the library and under the general supervision of the library staff.

Approved: April 2018

## **PERSONNEL POLICY**

The Library Board of Trustees has the responsibility for providing library personnel. The library director is in charge of hiring, firing, evaluating and disciplining all staff members. Selection of staff members is based solely on merit, with attention to educational and technical qualifications and an understanding of the position involved.

The Library follows the Town of Durham Personnel Policy Manual. In addition, the Board recognizes that the Collective Bargaining Agreement between covered employees and the Town of Durham is the “controlling document.”

### **Work Schedules**

The Library provides service six days a week with varying hours of operation. Schedules are developed to provide optimal library service during hours of operation. Therefore, staff schedules will vary accordingly. Schedules will be available three months in advance. All requests for changes will be honored if there is no impact on public service.

### **Meetings, Education and Conferences**

The Library encourages staff members to attend library-related meetings, continuing education workshops, and state conferences. Staff is required to obtain prior approval from the director for attending such activities. Permission will be granted based on the value of the program or meeting to the Library, availability of funding, and staffing needs at the times of the program. In most instances, staff may attend on paid library time. The director may require that a staff member prepare a report on the meeting or workshop so that information and ideas learned may be shared with colleagues.

## **VOLUNTEER POLICY**

The Durham Public Library welcomes community volunteers to enhance library service. Volunteers provide support services to staff or work on special projects and perform a wide variety of tasks that are critical to the mission of the Library. Volunteers supplement, but do not replace, the work done by employees. Volunteers are required to act in accordance with library policies and to reflect positive service attitudes to all library patrons.

Individuals are accepted based on their qualifications in relation to the needs of the library at any given time, and their ability to commit to a consistent schedule of volunteer hours. Typical volunteer duties include, but are not limited to, helping with library programs or projects, book mending or processing, shelf reading, shelving, and light cleaning or yard work.

Volunteers under the age of 18 require a guardian's permission. The Library does not accept volunteers under the age of 13.

### **Volunteer Application, Selection, and Retention**

Prospective volunteers must fill out a volunteer application. Applicants ages 18 and up must fill out the Adult Volunteer Application and applicants between 13 and 17 years must fill out the Teen Volunteer Application. The Library will respond to applications within two weeks.

Volunteers are accepted based on their qualifications and the needs of the library at any given time. Volunteers must be approved by library staff prior to performance of assigned tasks. Volunteers can be released from volunteer duties at any time at the discretion of the Library. The volunteer may at any time resign from the volunteer's service relationship with the library. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

### **Community Service and Community Partnerships**

Persons who seek a specific number of volunteer hours at the Library to meet a requirement set by an outside agency or school for the performance of community service are subject to the above selection process and all other provisions of this policy. When volunteers are referred to the Library by an outside agency, the supervising organization must provide the details and the responsibility of the arrangement under which volunteers would be placed at the Library, and the name and telephone number of a contact person within the organization. The decision to accept community service volunteers rests with the director.

Updated: May 2023

## **LIBRARY RECORDS RETENTION POLICY**

It is the Policy of the Durham Public Library to follow the dictates of the Connecticut Public Records Administration in regard to retention of library records and documents. To that end, the Director is responsible for keeping current updates of the Records Retention Schedules for Towns, Municipalities, and Boards of Education on file and complying with retention guidelines.

June 2012

## FOOD AND DRINK POLICY

The Durham Public Library strives to create a welcoming, clean, and comfortable environment for all patrons to enjoy. In line with this goal, snacks and drinks are allowed in the library in designated areas and should be consumed in a responsible and courteous manner. Food and drinks can pose a potential risk to library collections and equipment. In order to protect our resources and areas from damage, we ask that patrons act responsibly when consuming food and drinks in the library. Patrons violating this policy will be asked to remove the food and drink from the area.

Snacks and nonalcoholic beverages may be consumed by patrons seated at the work tables and in armchairs throughout the library.

Foods are limited to pre-packaged snacks, finger foods, or wrapped items that are odor-free and unlikely to leave stains. Hot, smelly, greasy, messy, or sticky foods like pizza, burgers, and fries are not allowed.

Group meals and food delivery are not allowed in public areas except for pre-arranged and approved meetings in public meeting rooms.

No alcoholic beverages allowed. (Alcohol may be consumed at authorized specific library functions)

Beverages must be in spill-proof containers.

Patrons are expected to take responsibility for maintaining a sanitary and pleasant environment by cleaning up after themselves and discarding all trash in receptacles provided for that purpose.

Patrons must report spills immediately to staff.

Unattended food or drinks will be discarded.

No food or drinks are allowed in the Local History Room.

Patrons will be held responsible for any damage caused by their food or beverages to library equipment and furnishings.

The Library staff reserves the right to ask anyone who disregards the above conditions to remove the food or drink from the building immediately.

June 2018

## **BOARD OF TRUSTEE CONTROLLED FUNDS POLICY**

The Durham Public Library is the recipient of bequests, gifts, grants, and other funds. These funds are controlled by the Board of Trustees pursuant its Bylaws, specifically but not limited to, Section 3-8. Controlled Funds are in addition to, and not a substitute for, the Library's routine budgetary expenditures. All Controlled Funds' balances and transactions are to be reported by the Treasurer to the full Board at its regularly scheduled meetings no less than quarterly.

It is the Policy that the Controlled Funds are to be disbursed as needed and subject to any Reserved Funds requirements up to an authorized spending amount of \$750.00 per month to a maximum of \$5,000.00 per year by the recommendation of the Director to the Treasurer of the Library. Accordingly, such disbursements do not require individual Board vote or specific approval. Disbursements above this authorized spending amount will be taken to the Board for full consideration and approval. An annual exception may be made to address statutory funds such as State or other grants.

### **Unrestricted Funds**

Some funds have no specific designation for their use. These are to be used in the best interests of the Library and its patrons without restriction.

### **Restricted Funds**

Funds designated by statute, gift, or grant restrictions will only be spent according to provisions as stipulated. An accounting of these funds and their specific designation will be itemized. In some cases, books and other materials may be received. These are addressed by the Gift Policy.

**ADOPTED DECEMBER 2018**

## **HOMEBOUND LIBRARY DELIVERY PROGRAM POLICY**

### **Patron Eligibility**

Homebound delivery services shall be provided to residents of Durham who are not able to come to the Library. Delivery service will be available only to addresses in Durham.

“Homebound” is defined as being generally confined to the residence either temporarily, due to illness or accident, or permanently, due to age, disability, or other mobility problems.

### **Library Card and Program Registration**

Homebound patrons must register for the service by filling out the Durham Public Library Homebound Delivery Application. The application may be filled out during the first homebound service visit, if not completed previously. Homebound patrons must have a Durham Public Library card in good standing. (A library card in good standing is defined as one with no fines, fees, lost or overdue materials). If they do not have a Durham Public Library card, the library representative who makes the initial delivery will require the patron to complete a library card application.

### **Delivery Schedule/Loan Period**

Patrons registered for Homebound Service may call or email the library to request specific titles, or they can request that a librarian select materials based on the patron’s reading preferences as specified on the initial Application for Homebound Service form.

Materials will be delivered by a library representative on a schedule convenient for the library, but no more than once per month. At the time new materials are delivered, the items from the previous delivery will be retrieved and returned to the library. The patron will sign off acknowledging the receipt of new materials and retrieval of returned materials.

### **Suspension of Homebound Services**

The Durham Public Library reserves the right to suspend Homebound Services. It is the responsibility of the Homebound Patron to provide a safe environment for library representatives to deliver and retrieve material. Library representatives reserve the right not to enter the home and/or leave the home immediately if a threat is present. Homebound services may be suspended for the following reasons:

1. Animals that are not confined and present a threat,
2. Home is unsafe, unsanitary, or if there is not a clear and safe passage
3. Patron is unruly, uses abusive, sexual or obscene language, or is not dressed appropriately (revealing attire)
4. Patron presents a health threat; such as having an airborne disease



If the Outreach Librarian recommends suspension, the Library Director will draft a letter within 10 business days stating the reason for the suspension. The suspension notification will be reviewed by the Library Board at the next scheduled monthly meeting to determine if the patron services will resume or be cancelled indefinitely. The Library Director will send a letter to the Homebound Patron of the Library Board's decision.

### **Fines/Fees**

There is no fee for the homebound delivery service. Overdue fees will not be charged on homebound materials. The Library's standard fee schedule shall apply for damaged or lost items.

### **Materials Available**

Any circulating item may be borrowed by our homebound patrons, with a limit of 25 items per delivery.

Approved April 9, 2019

## Appendix 1

### LIBRARY BILL OF RIGHTS

As a general statement of policies, the Library is in accord with the following principles approved by the ALA Council in the LIBRARY BILL OF RIGHTS:

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A Person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

### Freedom to Read Foundation

The First Amendment to the United States Constitution guarantees all individuals the right to express their ideas without governmental interference, and to read and listen to the ideas of others. The Freedom to Read Foundation was established to promote and defend this right; to foster libraries and institutions wherein every individual's First Amendment freedoms are fulfilled; and to support the right of libraries to include in their collections and make available any work, which they may legally acquire.

May 2018

DURHAM PUBLIC LIBRARY

**STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES**

Any challenge or complaint about the content or suitability of library materials or programs must be reviewed by the Director. The Director will review any such challenge and inform the patron in writing of the Library's decision. Depending on the timing and the nature of the challenge, the Library's response may be sent to the patron after the program at issue has taken place. The Library director will report to the members of the Board of Trustees, at the next board meeting, when a 'Statement of Concern' form has been submitted. Decisions of the Library Director may be appealed in writing to the Library Board of Trustees.

Please fill out all parts of form and return to the Library Director or leave at the circulation desk.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

1. Item, material, or program on which you are commenting (please check):

Book	_____	Program	_____
A/V Material	_____	Other	_____
Magazine	_____		

2. Title: \_\_\_\_\_

3. Author or Presenter: \_\_\_\_\_

4. What brought this resource to your attention?

5. To what do you object? Please be as specific as possible.

6. Have you read or listened or viewed the entire content? If not, what parts?

7. For what age group would you recommend this material?

8. In its place, what material of equal or better quality would you recommend?

9. What do you feel would be a satisfactory resolution to your concern?

10. Additional comments:

Thank you for expressing your concern(s) to the Library. You will receive a response within one week.

Date received in library: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Date response sent: \_\_\_\_\_

March 2022

Appendix 3

**LOAN PERIODS, RENEWALS, FINES AND FEES**

<b>ITEM</b>	<b>LOAN PERIOD</b>	<b>AUTOMATIC RENEWAL?*</b>	<b>DAILY LATE FEE</b>
Express DVDs	3 days	No	None
Lucky Day Books	21 days	No	None
Books	21 days	yes	None
Audiobooks	21 days	Yes	None
Magazines	7 days	Yes	None
DVDs	7 days	Yes	None
Music CDs	21 days	Yes	None
Museum Passes (physical passes)**	2 days**	No	\$5/day
“Library of Things”	7 days	No	\$5/day
Board Games	21 days	Yes	None

\*Items will automatically renew up to two times, unless another patron has a hold on the item.

\*\* Physical museum passes are loaned for 2 days and are subject to daily overdue fines.

Printable passes are valid only for the day specified, do not need to be returned, and do not accrue fines.

**Additional Fees**

<b>Item</b>	<b>Fee</b>
Lost or Damaged Items	Replacement cost
Replacement Library Card	\$2.00
Out-of-State Borrower Card	\$30/year
Printing & Copying	As posted
Faxing	As posted
Scanning	None

Durham Public Library  
7 Maple Ave. Durham, CT 06422  
(860) 349 – 9544 : www.durhamlibrary.org

**TEMPORARY CUSTODY RECEIPT FORM**

The Durham Public Library will evaluate the items for possible inclusion in the Local History Collection. List and describe the items to be evaluated:

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Donor name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**By Signing Below, I agree to the following:**

- If the Library accepts the items for inclusion in the collection, I agree to sign and return a deed of gift assigning unconditional ownership of the items to the Durham Public Library.
- If the Library does not accept the items, I agree to return and pick up the items within 30 days of being notified at the address given above. Items not retrieved within 30 days may be discarded.
- I have read and understand the Local History Collection Development Policy.

Signature of Donor: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Library Representative: \_\_\_\_\_

April 2018

Appendix 5

Durham Public Library  
7 Maple Ave. Durham, CT 06422  
(860) 349 – 9544 : www.durhamlibrary.org

**DEED OF GIFT**

Donor name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**By Signing Below, I agree to the Following:**

1. By execution of this Deed of Gift, the Donor certifies that s/he is the lawful owner of the donated materials or has the authority to make this gift.
2. The Donor acknowledges that upon execution of this Deed of Gift, the materials listed in the inventory below will become the property of the Durham Public Library, subject to display, storage, maintenance, and disposition as the Library sees fit.
3. The Donor gives permission for items to be published and digitized for online access.
4. The Donor agrees that the Library may use, promote, and market said gifts for the benefit of the Library.

Signature of Donor: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Library Representative: \_\_\_\_\_





**Provenance and background information.**

1. Who assembled this collection?

\_\_\_\_\_

\_\_\_\_\_

2. How did you acquire these materials?

\_\_\_\_\_

\_\_\_\_\_

3. Is the person(s) or organization(s) documented in this collection still alive/still an active organization? YES \_\_\_\_\_ NO \_\_\_\_\_

4. If no, what is the date of death or the dissolution of the organization?

\_\_\_\_\_

5. Briefly state the person/ organization's connection to the town of Durham, CT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If known, please list the names, birth and death dates, and relationships for people documented in your collection.**

<b>Name</b>	<b>Birth</b>	<b>Death</b>	<b>Relationship</b>
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\_\_\_\_\_

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Approved April 2018

### **FIRE EMERGENCY PROCEDURES**

- Whoever sees a fire or smells smoke should pull the alarm and proceed to inform person-in-charge
- Pull fire alarm even for small fires or when the smell of smoke is detected – pull stations are located at all exit doors.
- Begin directing patrons to exit the building immediately
- Person-in-charge should call 911 to give additional information – see flames, smoke etc. If for safety, the call cannot be made in building, do it immediately upon exiting
- To the extent safely possible, all areas of the Library must be searched to ensure public and staff have exited; person in charge may designate others to check different areas and lower level of the building
- Only use elevator to evacuate a handicapped person from lower level. If it is not safe, get the person into “area of refuge” in stairwell of emergency exit in room on the left
- Always close doors after all people have left an area; for safety and as a sign to others that the room has been cleared
- Staff should congregate on the lawn at corner of Maple Ave. and Main St.
- Use judgment when to try putting out small fire (trash can e.g.) with fire extinguisher or other method; but always pull fire alarm first (in this situation, you may wait a bit before calling 911)

Pull station locations:

Main floor: in hallway, near entrance on the right

Activity room: near north exit

Lower level: in room on the left, on left near exit door; in room on the right, on the right as you enter

### POWER FAILURE PROCEDURES

The Library Director or her/his designee should try to determine the cause and extent of the power failure. Use the following numbers for information:

Town Hall, First Select Person's Office:	860-349-3625
Town Hall, Public Works:	860-349-8253
Connecticut Light & Power:	860-286-2000

- If the power does not return in five minutes prepare to evacuate patrons and staff from the lower level
- If the power failure is at night, proceed to evacuate the whole building, following the emergency/fire evacuation procedures already in place. Do not allow customers to use rest rooms
- Put a sign on the door indicating that the Library is closed due to a power failure
- If power is expected to be restored shortly and it is feasible for staff to wait, employees should remain in the building. If power is not restored within 30 minutes after closing to the public, the director or her/his designee may elect to close the Library and dismiss staff
- Notify any staff member who may be reporting to work
- Inform groups who may have scheduled meetings

Please note:

- The alarm system has a battery backup so the building can be 'armed'
- The computer system will automatically be protected by a UPS back up
- Light switches and circuit breakers should be turned off so that when the power is restored the appropriate lights in the building are off
- A flashlight will be available at these locations:
  - Circulation desk (under desk, left)
  - Children's reference desk (under desk, left)
  - Workroom (typewriter desk)
  - Lower level (meeting room, on left, on left side; meeting room on right, right side)
  - Main floor activity room (under mantel)

When power is restored, call LION 860 347-1704 and ask that all Millennium ports be shut down before logging in to Millennium again. If it is after 5:00, or on a weekend, call 860 874-6624, the LION emergency number.

### **SEVERE WEATHER CONDITIONS PROCEDURES**

The Library is a public service institution, and every effort is made to maintain regular hours for the public. The director or her/his designee will make the decision to close in the case of severe weather conditions based upon:

- Condition of the Library's parking lots and walkways\*
- Availability of staff to open and operate the Library: minimal staffing level is defined as two staff members in the building at all times
- Condition of the building's equipment
- Hazardous traveling conditions
- Requests for closure by local or state agencies

The Library will not automatically make changes in Library hours based on any other institution's actions, including RSD 13 schools. Once the decision to close or to open late is made by the director or designee, the following actions/notifications must take place:

1. Notify staff members scheduled to report
2. Announce the closing to patrons in the building
3. Ensure that all children in the Library will be picked up by a responsible adult (if that is not possible, follow the guidelines in the "Unattended Children Policy")
4. Put a sign on the front door stating the reason for closing
5. Change the Library phone message (if able)
6. Put the Library closing information on the Library website (if possible)
7. E-mail closing announcement to appropriate media (if possible)

For information, especially on Saturdays after 5:00, the person in charge may call Durham Emergency Management at 860 343-6735.

\*All exits and sidewalks must be clear of snow; a path must be cleared through snow on the lawn for old library front door exit; back staircase of old library must also be cleared and a path to parking lot made

Appendix 7

**APPLICATION FOR USE OF DURHAM PUBLIC LIBRARY MEETING ROOMS**

Name of organization \_\_\_\_\_

Name of person making application \_\_\_\_\_

Address \_\_\_\_\_

Phone (cell) \_\_\_\_\_ (day) \_\_\_\_\_ (evening) \_\_\_\_\_

E-mail \_\_\_\_\_

Day(s) and Date(s) of meetings: \_\_\_\_\_

\_\_\_\_\_

Starts at: \_\_\_\_\_ Ends at: \_\_\_\_\_

Anticipated attendance \_\_\_\_\_

Please note: Organizations using the meeting rooms are responsible for setting up and taking down chairs and tables used during the meeting and returning the room to its original set up. If the kitchen is used, the organization must bring their own utensils, serving pieces, etc. The kitchen must be restored to its original condition.

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant

When signed by an authorized representative, this application signifies agreement of the organization to abide by the policies and regulations governing use of the Durham Public Library meeting rooms.

Fee for use of the room (if applicable) received: \_\_\_\_\_

Director's Initials \_\_\_\_\_ Date \_\_\_\_\_

When initialed by director or designee, the reservation is approved. Please request a copy for your records.

June 2012

Appendix 8

DURHAM PUBLIC LIBRARY

**RELEASE OF RESPONSIBILITY**

Exhibitor agrees to release and to hold harmless the Durham Public Library, its Board of Trustees, director, staff and volunteers from any liability for loss, theft, or damage to any exhibited work. It is understood that the area where the work will be exhibited or displayed is unsupervised and is in a part of the building that is be open to the public, day and evening.

\_\_\_\_\_  
Exhibitor's Name

\_\_\_\_\_  
Exhibitor's Signature

\_\_\_\_\_  
Director or designee's name

\_\_\_\_\_  
Director or Designee's signature

\_\_\_\_\_  
Date

July 2012